

American Council on Exercise® (ACE®)

DANTES Test Centers' Authorization

The American Council on Exercise® (ACE®) authorizes military installations overseas with DANTES test centers to administer the ACE certification examination.

Background

The American Council on Exercise® (ACE®) is a nonprofit organization committed to promoting active, healthy lifestyles and their positive effects by:

- Providing access to all segments of society to healthy lifestyles.
- Protecting the public against unsafe and ineffective products and trends.
- Setting certification and education standards for instructors.
- Providing ongoing public education about the importance of exercise.

Fifteen years ago, ACE set the standards for fitness professionals and started rigorous testing to assure those standards were met. Since 1985, more than 164,000 people have taken the ACE exam. Today there are nearly 45,000 ACE-certified fitness professionals in the U.S. and 77 other countries. ACE operates under a board of directors and continues to build its awareness, reputation, and influence.

Address

AMERICAN COUNCIL ON EXERCISE (ACE)
PO BOX 910449
SAN DIEGO, CA 92121-0449

Phone: (619) 535-8227

Fax: (619) 535-1778

Website: <http://www.acefitness.org>

E-mail: custserv@acefitness.org

Description

Examination Description

The ACE certification exams are written tests recognized in the health and fitness industry. The examinations consist of 175 multiple-choice questions to be administered in 3 ½ hours. The questions are practical in nature and reflect the responses specific to the certification areas of:

- Group Fitness Instructor,
 - Personal Trainer,
 - Lifestyle & Weight Management Consultant, or
 - Clinical Exercise Specialist
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Group Fitness Instructor Examination Contents

Listed below are the major content areas and percentage of questions devoted to each area of the Group Fitness Instructor Certification Examination:

No.	Group Fitness Instructor Examination	Percentage
1	Exercise Science	21
2	Exercise Programming	25
3	Instructional Techniques	35
4	Professional Responsibilities	19

Consult the *American Council on Exercise – Information and Certification Examination Registration Form* booklet for more details on specific content areas.

Personal Trainer (PT) Examination Contents

The major content areas and percentage of questions devoted to each area of the PT Certification Examination are:

No.	Personal Trainer (PT)	Percentage
1	Client Assessment	24
2	Program Design	22
3	Program Implementation	37
4	Professional Responsibilities	17

Consult the *American Council on Exercise – Information and Certification Examination Registration Form* booklet for more details on specific content areas.

Continued on next page

Description, Continued

Lifestyle & Weight Management Consultant Examination Contents

The major content areas and percentage of questions devoted to each area of the Lifestyle & Weight Management Consultant Examination are:

No.	Lifestyle & Weight Management Consultant	Percentage
1	Client Assessment	28
2	Development of Client Plan	22
3	Implementation and Facilitation of Client Plan	32
4	Professional Responsibilities	18

Consult the *American Council on Exercise – Information and Certification Examination Registration Form* booklet for more details on specific content areas.

Clinical Exercise Specialist Examination Contents

The major content areas and percentage of questions devoted to each area of the Clinical Exercise Specialist Examination are:

No.	Clinical Exercise Specialist	Percentage
1	Screening and Assessment	35
2	Program Design	20
3	Program Implementation and Management	45

How to Obtain a Registration Form

Registration Form

To obtain a registration form for the ACE certification examination, the applicant or the Test Control Officer (TCO) can write (using official stationery) or phone:

**AMERICAN COUNCIL ON EXERCISE
PO BOX 910449
SAN DIEGO, CA 92191-0049**

Telephone: (619) 535-8227

Toll Free: 1-800-825-3636

Website: <http://www.acefitness.org>

E-mail: custserv@acefitness.org

Ordering the ACE Certification Examinations

**Order 60 Days
Before National
Test Date**

Order the ACE certification examination **60 days** prior to the nationally scheduled quarterly test dates in:

- February
 - May
 - August, and
 - November
-

Testing Agency

Castle Worldwide, Inc., is the testing agency. Applications must be properly completed by the test candidates; in order to be processed applicants must also provide:

- **A completed registration form with signed affirmation;**
- **The appropriate fee (candidate pays); and**
- **A letter from the TCO on official stationery committing to administration of the examination. The letter from the TCO must include the:**

Candidate's name
Examination date
Type of exam: Group Fitness Instructor, Personal Trainer, Lifestyle & Weight Management Consultant, or Clinical Exercise Specialists.
DANTES 4-digit test center code
Address to which materials should be shipped, and
Telephone number, fax number, and E-mail address of the TCO

Note: Castle Worldwide, Inc., will deny requests that do not contain the information and materials to verify eligibility for a candidate to test.

To Obtain Program Materials

Study Materials ACE has the following study materials available to applicants for a fee. Send the request to ACE (see address on page III-4-1 or III-4-4).

Materials	Fee
<i>ACE Group Fitness Instructor Manual</i> , 1st Edition	\$34.95
<i>Master the Manual</i> (Group Fitness Instructor Study Guide)	\$24.95
ACE Group Fitness Instructor Sample Test	\$14.95
ACE Group Fitness Instructor Study Kit (Includes the manual, study guide, and sample test.)	\$64.85
<i>ACE Aerobics Instructor Manual</i> /Sample Test Combination Package	\$44.90
<i>ACE Aerobics Instructor Manual</i> /Study Guide Combination Package	\$54.90
<i>ACE Personal Trainer Manual</i> (2nd Edition)	\$44.95
<i>Master the Manual</i> (Personal Trainer Study Guide)	\$24.95
ACE Personal Trainer Sample Test	\$14.95
ACE Personal Trainer Study Kit (Includes the manual, study guide, and sample test.)	\$74.85
<i>ACE Personal Trainer Manual</i> /Sample Test Combination Package	\$54.90
<i>ACE Personal Trainer Manual</i> /Study Guide Combination Package	\$64.90
ACE Home Study Kit for Personal Trainer Certification (Includes the <i>Personal Trainer Manual</i> , <i>Master the Manual Workbook</i> , Sample Test, 140-page Home Study Guide, 300 Flashcards, six 30-minute audio cassettes, 12 and 20 week planners, free consultation, self-administered online exams.	\$295.00
<i>ACE Lifestyle & Weight Management Consultant Manual</i>	\$34.95
ACE Lifestyle & Weight Management Consultant Sample Test	\$14.95
<i>ACE Lifestyle & Weight Management Consultant Manual</i> /Sample Test Combination Package	\$44.90
<i>ACE Clinical Exercise Manual</i>	\$54.95
<i>ACE Clinical Exercise Manual & Sample Test</i>	\$64.90
<i>ACE Clinical Exercise Sample Test</i>	\$14.95

Note: ACE will provide applicants with the booklet, *American Council on Exercise - Information Registration Form*, without cost upon request.

Certification Fees

Certification Fees

The fees for the ACE certification examination program are:

ACE Area	Early Bird Fee*
Group Fitness Instructor Examination	\$175
Personal Trainer Examination	\$175
Lifestyle & Weight Management Consultant	\$175
Clinical Exercise Specialist	\$175
Second ACE Certification	\$125
Retakes	\$110

***Payment must be by check or money order in U.S. funds drawn on a U.S. bank.**

CPR Card

The applicant must have a current adult CPR card at the time of the exam.

Administration

Military Administration

DANTES TEST CENTERS MAY ADMINISTER THE ACE CERTIFICATION EXAMINATION OVERSEAS TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS EXISTING MILITARY REGULATIONS PROVIDE OTHERWISE.

When TCOs Should Administer the ACE Examinations

DANTES TCOs should administer the ACE certification examinations **within a 10-day window before national examination dates** in February, May, August, and November. For example, for the national examination date 17 August, examinations can be administered 7-17 August, but not after 17 August.
See DANTES Calendar of National Certification Tests for test dates at http://www.dantes.doded.mil/dantes_web/library/docs/deph/Part3/ACECAL.rtf.

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Administration, Continued

Civilian Administration

DANTES test centers may administer the ACE certification examination overseas to the following civilians on an **UNFUNDED (EXAMINEE PAYS) AND SPACE-AVAILABLE BASIS** according to local command policy and Service regulations:

- Retired military personnel
 - Military family members
 - Veterans, and
 - U.S. federal employees
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Scoring

Scoring

Mail completed ACE certification examinations and other ACE materials to:

**CASTLE WORLDWIDE, INC.
120 FIRST FLIGHT LANE
KITTY HAWK AIRPORT EXECUTIVE PARK
MORRISVILLE, NC 27560**

Note: Examinees will be notified of results approximately 4-6 weeks after test administration.

Late Score Report

If the examinee has not received a score report after 4 weeks, please contact Castle Worldwide, Inc. at **(919) 572-6880**

Refunds

Refunds

To receive an examination fee refund, follow these steps:

Step	Action
1	Prepare a written request for refund.
2	Send the request to: Castle Worldwide, Inc. ACE Group Fitness Instructor Certification Exam Or ACE Personal Trainer Certification Exam Or ACE Lifestyle and Weight Management Consultant Certification Exam P O Box 14148 Research Triangle Park, NC 27709-4148

Refund Processing Fee

A \$20 processing fee will be deducted from all refunds.

Refund of Rescheduled Exams

Under no circumstances are refunds given to those who reschedule.

Rescheduling Policy

If for any reason examinees are unable to test on the date for which they registered, they must reschedule to avoid forfeiting the entire exam fee. Only one request for reschedule for an examinee may be requested. Specify the date and location of the transfer at the time of the request. CPR certification must be current through the new examination date.

To request rescheduling

- Write to Castle Worldwide, Inc. (Must be postmarked no later than 30 days after the scheduled exam date).
- Submit a \$50 rescheduling fee payable to "Castle Worldwide, Inc."

The examinee will receive another admission ticket in the mail approximately 10 days prior to the new exam date.

Retesting

Retesting

Examinees who do not attain a passing score on their ACE examination may retest

- At a future administration, and
- For a reduced fee of \$110

Candidates must submit a new application packet for each test date.

Certificate Maintenance

Certificate Maintenance

Candidates must obtain 1.5 Continuing Education Credits (CECs), the equivalent to 15 contact hours, of continuing education classes approved by ACE to maintain certification.

Certification Renewal

Every 2 years from the original test date, candidates must renew their certification. Once certified, appropriate information and materials needed to obtain CECs and application for renewal will be sent out to the candidate automatically.

Problems

Problems

If information pertaining to the examination is not received in a timely manner, please contact ACE.

Security

Test Loss or Compromise

Refer to Part I of the *DANTES Examination Program Handbook (DEPH)* for complete instructions if there is an ACE test loss or compromise.

Contact DANTES immediately and refer to specific Service regulations for complete procedures. DANTES address is:

DANTES	Phone: (850) 452-1360
CODE 20F	DSN: 922-1360
6490 SAUFLEY FIELD ROAD	Fax: (850) 452-1161
PENSACOLA, FL 32509-5243	

Web Pages and E-mail Addresses

DANTES Web Address

Access the DANTES web pages at <http://www.dantes.doded.mil>.

ACE Web Address

Access the ACE website at www.acefitness.org.

DANTES E-mail

The DANTES Certification Program E-mail address is certprog@voled.doded.mil.
